

## User Reference: Campus Portal

May 2008

Each district that uses Campus is provided with the Portal. Schools will allow the use of the Portal after data within Campus is accurate – Census settings are verified, addresses are corrected, grades have been entered successfully for the first time, etc.

### Username and Passwords

#### Accessing the Portal

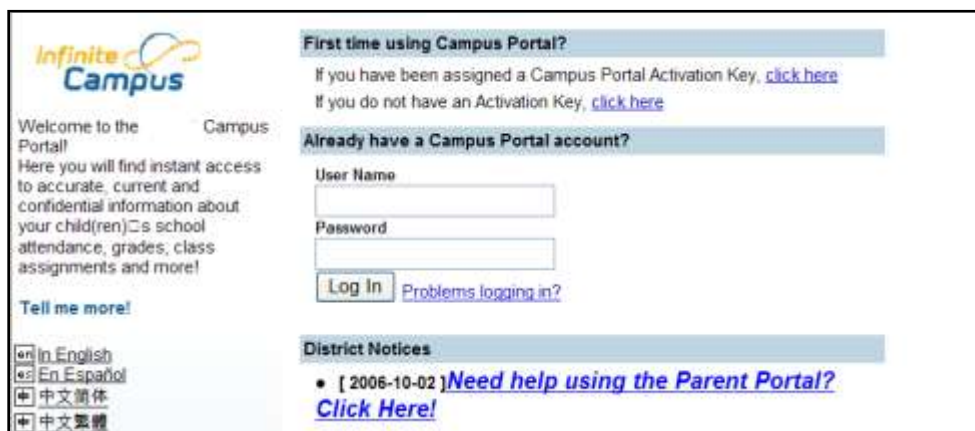
The Portal can be accessed by parents of enrolled students. Parents will see all children in the household or students that are related to them by a guardian-flagged relationship. Students can also be given access to the Portal, but they will only be able to access their own information.

Districts should also have acceptable use policies signed before allowing access to the Portal for both parents and students.

The Portal web address is *<https://<campus district access>/databasename/portal/<district name>.jsp>*.

For example, a district with a web application name of IC Campus and a district name of ICSS would have a portal address of *<https://campus.iccampus.k12.state.us/campus/portal/ICSS.jsp>*.

After the user selects the link, the login page will appear.



The screenshot shows the Infinite Campus Portal login interface. On the left, there is a welcome message and a list of language options: English, Español, 中文简体, and 中文繁體. The main content area is divided into two sections. The first section, titled 'First time using Campus Portal?', provides instructions for users with and without an activation key, each with a 'click here' link. The second section, titled 'Already have a Campus Portal account?', contains a login form with fields for 'User Name' and 'Password', a 'Log In' button, and a link for 'Problems logging in?'. Below the login form is a 'District Notices' section with a date stamp '[ 2006-10-02 ]' and a link 'Need help using the Parent Portal? Click Here!'.

## Assigning Usernames and Passwords Manually

Path: System Administration > Users > User Security

1. Expand the **System Administration** module by clicking the plus (+) sign next to the folder.
2. Expand the **User Security** folder by click the plus (+) sign next to the folder and then select the **Users** folder within the User Security section.
3. The **Quick Search** tab will appear. Enter a person's *last name*. Since any person entered into the Campus product can be assigned a username for access, a *last name/first name* combination can also be entered. To enter more search criteria (to narrow search results), click the **Advanced Search** link to enter additional search criteria.



4. Select the desired person from the Search Results list by clicking on the person's name. A **Create New User** screen will appear.



5. Enter a **Username** and **Password** for the selected person. New users should be advised to change their account information after logging in the first time. This means that the first username and password can be kept relatively simple.
6. To verify the username that was entered, check the **Check User** button. This will review the existing logins to Campus and ensure that no two users have the same username.
7. If a password should be automatically generated for users, click the **Generate Password** button. This will insert an alphanumeric character into the Password field, but will display as a series of dots.
8. Select the **Homepage** option from the dropdown list. Since this is a user of the Portal, select the **Campus Portal** option.
9. Click the *first* **Create User** button. The system will perform verification and when finished, will display the **User Account** tab.

10. Verify that the **Username**, **Password** and **Homepage** fields are displayed correctly.
11. If an easily discerned password was initially assigned, the Force Password Change option may be checked to force a password change at the user's first login.
12. If desired, enter an **Expires Date** in *mmdyy* format or select the calendar icon to choose a date. The user account will be automatically disabled as of the date entered in this field.
13. Click the **Save** icon when finished. The new user account has been created. The user can be given the account information and can begin accessing the Portal.

## Allowing Users to Create Usernames and Passwords

*Path: Census > People > Demographics*

This process turns the creation of account information over to the potential user. However, it does require personnel at the district to gather required information from Campus and distribute that information to the parents/guardians.

For the user to create a portal user account, the user must be given an **Activation Key**. This key is called the **GUID** (Global Unique Identifier) within the interface. To view the GUID:

1. Expand the **Census** module by clicking the plus (+) sign next to the folder.
2. Select the **People** folder within the User Security section.
3. Select the **Demographics** tab.

This is an alphanumeric identity number that is assigned to all persons within Campus.

The screenshot shows the 'Demographics' tab of a user profile form. The form includes fields for Gender (Female), Birth Date (03/06/1992), Soc Sec Number, Race Ethnicity (S. White, not Hispanic), Birth Country, Date Entered US, Birth Verification, Nickname, and Comments. A 'No Image Available' message is present next to the Birth Date field. A 'Save' button is at the top left, and a 'Print' button is at the top right. A 'Person Identifiers' section at the bottom displays the Student Number (12010533), State ID (2365012010024), Staff Number, and Person GUID (13F729E9-DCCF-4ABB-BC01-2260C42ABD11).

Person Identifiers	
Student Number	12010533
State ID	2365012010024
Staff Number	
Person GUID	13F729E9-DCCF-4ABB-BC01-2260C42ABD11

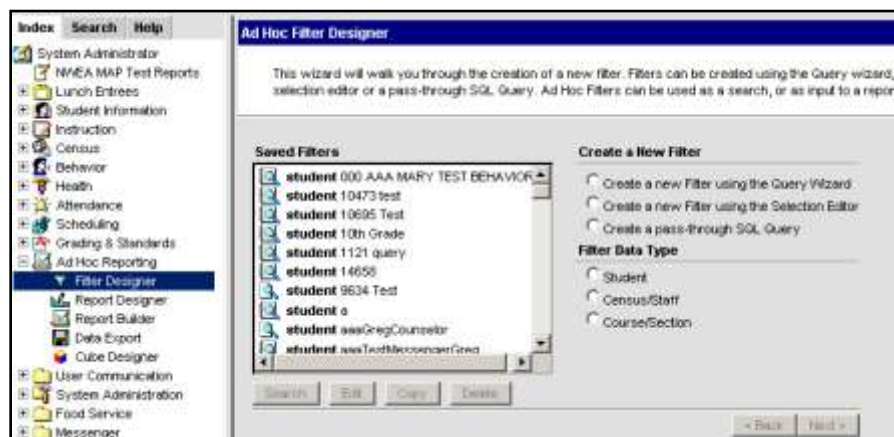
A report can be created in the Ad Hoc Filter Designer to pull persons' first and last names and their GUIDs. Then, the district or school can give the person the GUID after the district's acceptable use policy has been approved by the potential user.

## Creating an AdHoc Filter Report for GUIDs

Path: Ad Hoc Reporting > Filter Designer

The following are steps to create an Ad Hoc Filter Report for GUIDs:

1. Expand the **Ad Hoc Reporting** module by clicking the plus (+) sign next to the folder name.
2. Select the **Filter Designer** option within the Ad Hoc Reporting module. The Filter Designer screen will appear.



3. Within the **Create a New Filter** list, select the first option – *Create a new Filter using the Query Wizard*.
4. Within the **Filter Data Type** list, select the second option – *Census/Staff*.
5. Click the **Next** button.
6. Enter a **Query Name** for this report in the Query Name field.
7. In the **All Fields** window, expand the **Demographics** option. Select the following fields:  
lastName (*individual.lastName*)  
firstName (*individual.firstName*)  
personGUID (*individual.personGUID*)  
More options can be chosen, but only these are necessary.
8. Click the **Next** button. A filter screen will appear where results can be narrowed. When generating a report for all school parents, this does not need to be done.
9. To verify that correct results are appearing, click the **Test** button. This will generate an HTML view of the filter. If the information that is listed in the report is correct, click the **Save** icon. This will save the report for selection later.

As this query is written, the data returned will be for everyone in the district. Users may want to filter down to the parent/guardian level to only list parents.

Once the report is finished, the district/school can give the potential portal user the GUID.

## Using the GUID/Activation Key to Create Usernames and Passwords

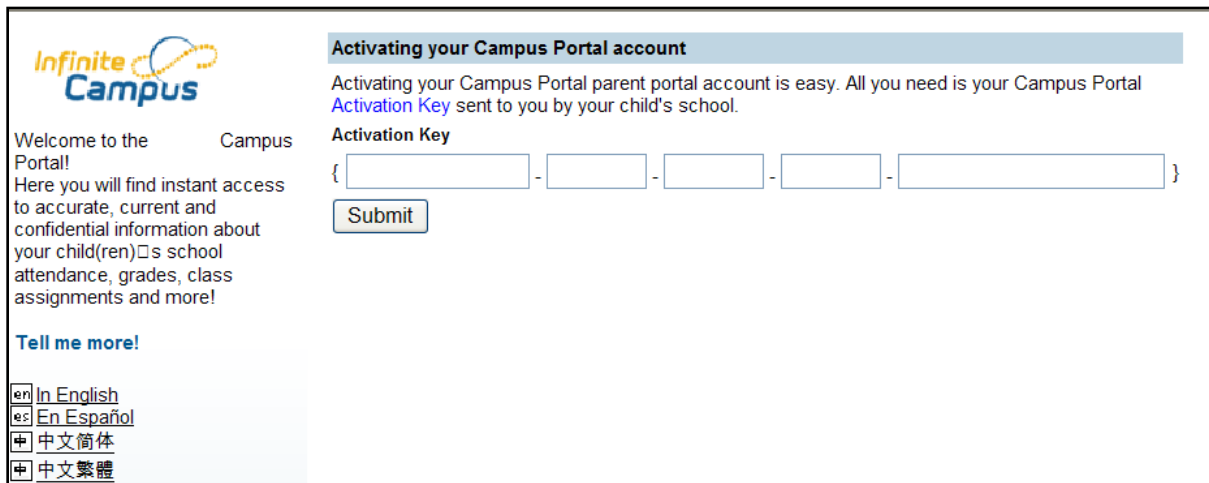
The **Activation Key** is only needed the first time the user access the portal. After that, the activation key will not work and the username that was created should be used to log into the Portal.

Usernames and passwords can be created by the following steps:

1. From the **Portal Login** page, select the **Click Here** link under the *First Time Use* heading. This option is only used the very first time the portal is accessed.

The screenshot shows the Infinite Campus Portal Login page. On the left, there is a welcome message: "Welcome to the . Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!" Below this is a "Tell me more!" link and language selection options: "In English", "En Español", "中文简体", and "中文繁體". The main content area has two sections: "First time using Campus Portal?" with links "If you have been assigned a Campus Portal Activation Key, [click here](#)" and "If you do not have an Activation Key, [click here](#)"; and "Already have a Campus Portal account?" with input fields for "User Name" and "Password", a "Log In" button, and a link "Problems logging in?". At the bottom, there is a "District Notices" section with a notice dated "2006-10-02" titled "Need help using the Parent Portal?" and a link "Click Here!".

2. The *Click Here* link will display an **Activation Screen**. Users will have been given an activation key (their 32-character GUID) that is entered here.



The screenshot shows the 'Activating your Campus Portal account' page. On the left, there is a welcome message and a list of language options: 'In English', 'En Español', '中文简体', and '中文繁體'. The main content area has a title 'Activating your Campus Portal account' and a paragraph explaining that activation is easy with an 'Activation Key' sent by the school. Below this, there is a form labeled 'Activation Key' with five input boxes separated by hyphens, and a 'Submit' button.

3. Click the **Submit** button. The activation key will be verified, and when approved will display a screen to create the **User Name** and **Password**.
4. Enter a **User Name**. It is best to use an alphanumeric (letters and numbers) user name.
5. Enter a **Password**. Again, it is best to use an alphanumeric password.
6. Enter the password a second time in the **Verify Password** field.
7. Click the **Create Account** button. This will create the username and password. The username and password will be verified, and upon approval the portal account will be created. Use the *Click Here* link on the account creation page to enter the user name and password to access the Portal information.

After the activation key is used to create a portal account, it does not need to be used again. Users can move on to just entering the user name and password.

## Creating Student Accounts for the Portal

*Path: System Administration > User Security > Student Accounts*

The following are steps to create student accounts for the Portal:

1. Expand the **System Administration** module by clicking the plus (+) sign next to the folder.
2. Expand the **User Security** folder by click the plus (+) sign next to the folder and then select the **Student Accounts** folder within the User Security section. An **Add Users** wizard screen will appear.
3. Click the **Add Users** button. This tool will auto-generate student user accounts for portal access. It will only create accounts for users in the selected school.

The screenshot shows a web interface titled "Student Accounts" with a blue header. Below the header, a message states: "This tool will allow you to make batch changes to all student accounts for the currently selected calendar." The main area contains five radio button options, each with a description:

- ☐ Add Users: Adds user accounts with the student number as the username and the birthdate (MMDDYY) as the password for students without accounts in this calendar.
- ☐ Delete Users: Deletes all student user accounts for this calendar.
- ☐ Disable Accounts: Disables all student user accounts for this calendar.
- ☐ Enable Accounts: Enables all student user accounts for this calendar.
- ☐ Force Password Change: Forces all student accounts for students in this calendar to change their passwords.

At the bottom, there is a "Change Accounts" button.

This Student Account Creation Wizard can be used throughout the school year. It will not change existing student accounts, but instead will add user accounts for new students that previously did not meet district portal use policy.

Student accounts will be created with a **username** of the student's *Student Number* and a **password** of the student's **Birthdate** in *mmddyy* format. Students will only be able to view their own information on the portal.

## Portal Options

*Path: System Administration > Resources > Resources > Portal Options*

### Accessing Portal Options

The following are steps to access Portal options:

1. Expand the **System Administration** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Expand the **Resources** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
3. Select the **Resources** option that appears within the Resources folder.
4. Navigate to the **Portal Options** tab.

### Viewing Portal Options

Portal options are set at the school level and can be changed throughout the year at multiple times.

The options checked and comments entered will appear when portal users – parents and students – log into the Campus portal.



**Infinite Campus**

Year: 06-07 School: Jackson High School

**Jackson High School**  
School Number: 5050 Principal: John Calhoun

Departments Rooms **Portal Options** School Standards Locker Location Lockers Locks

Save

**Portal Options**

**Display Preferences**

<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Behavior	<input checked="" type="checkbox"/> Assessment
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Contact Information	<input checked="" type="checkbox"/> Health
<input checked="" type="checkbox"/> IEP	<input checked="" type="checkbox"/> Special Education Forms	<input checked="" type="checkbox"/> Access Log
<input type="checkbox"/> Newsletter		
<input type="checkbox"/> School Choice Application	<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Account
<input checked="" type="checkbox"/> Student Fees	<input type="checkbox"/> Grad Planner	<input type="checkbox"/> To Do List
<input checked="" type="checkbox"/> Student Registration	<input type="checkbox"/> PLP	

**Schedule Preferences**

☒ Schedule 06-07 Jackson High School

Display Terms: ☒ 1 ☒ 2 ☒ 3 ☒ 4

**Gradebook Preferences**

☒ Display Gradebook

☒ Grading Scale

☒ Calculated Task Scores (Must check this to have calculated scores and percentages for Tasks display. Also check the appropriate Task/Child Task preferences below.)

☒ Task Summary Percents (Show all percentages in Task Summary table. Does NOT display calculated Task percents unless "Calculated Task Scores" is checked.)

**Assignment:** ☒ Pts Poss ☒ Score ☒ Percent ☒ Multiplier

**Group:** ☒ Pts Poss ☒ Score ☒ Percent

**Task Totals:** ☒ Pts Poss ☒ Score ☒ Percent ☒ Letter Grade

**Child Task:** ☒ Pts Poss ☒ Score ☒ Percent ☒ Letter Grade

## Setting Portal Options

1. After selecting the **Resources** folder from the **Index**, select the **Portal Options** tab. A **Portal Options** table will be displayed.
2. Check the correct options for the **Display Preferences**, **Schedule Preferences**, and **Gradebook Preferences**.
3. If a special message concerning a certain option is desired to appear, use the text fields and format options to enter the message. This message will appear when viewing that area of the portal.
4. Click the **Save** icon when finished. When the parent or student user logs into the portal, the checked preferences and entered text will appear.



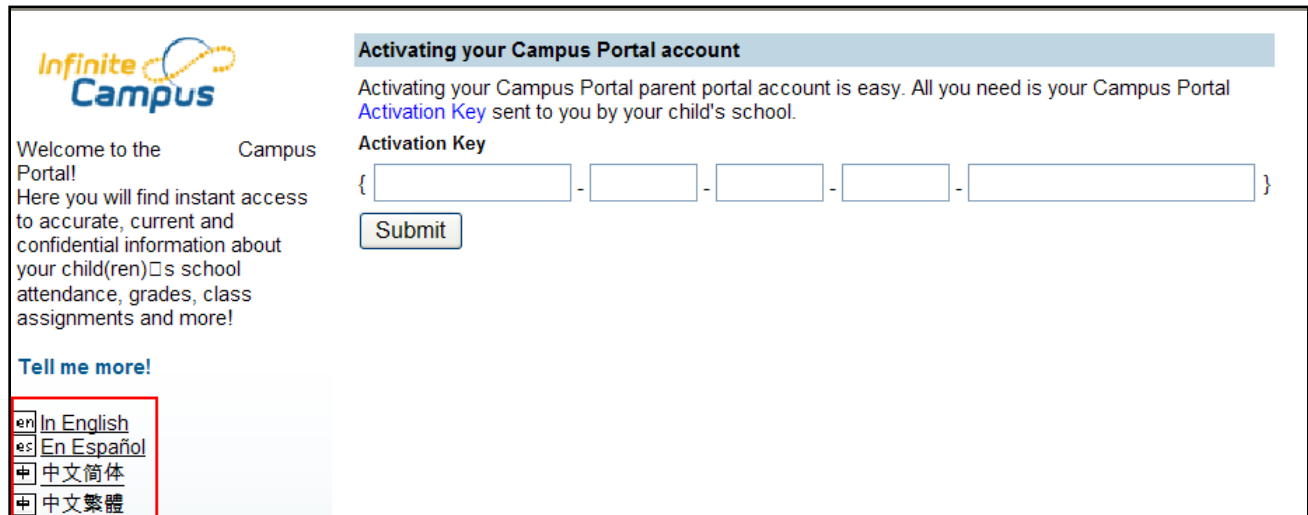
## Definition of Portal Options

Option	Definition
Attendance	Displays the students' attendance history for the school year.
Reports	Provide the ability for parents to access report cards, transcripts, etc. for the year.
IEP	Displays the student's Individual Education Plan.
Newsetter	Displays the newsletter teachers create for each section in which the student is enrolled.
School Choice Application	Displays data related to school choice and allows parents to accept enrollment when the school has
Student Fees	Lists the fees the student has and how much money is owed.
Student Registration	Lists the requested courses for the next school year for students. It is recommended that this option be turned on only during registration time.
Behavior	Displays the students' behavior events for the school year.
Contact Info	Displays the school's address and phone numbers.
Special Education Forms	Displays special education-related forms for applicable students.
Transportation	Displays the bus(es) the student rides to and from school
Grad Planner	Displays the student's progress towards graduation, based on the requirements entered for the curriculum program and credit summary information from historical grades.
PLP	Displays the student's Personal Learning Plan.
Assessment	Displays state and national test scores.
Health	Lists students' health records
Access Log	Displays a record of where and when the user accessed the portal account.
Account	Allows users to change their password and view other account information.
To Do List	Displays a list of assignments or projects the student has that are due in each actively scheduled course section.
Schedule Preferences	Determines which schedule to show and which term by selecting the calendar from the dropdown list and checking the appropriate term checkboxes.
Gradebook Preferences	Determine how and what gradebook information is displayed by selecting the grading scale, task scores and different options with a calculated score.
Display Gradebook	Displays assignments, test scores and other information that the teacher records in the gradebook. It is the responsibility of the school to enforce the entry of information into the gradebook.
Grading Scale	Displays chosen grading scale used by the teacher for score calculations will appear as a guideline for portal users, so the range of letter grades and percents is viewable.
Calculated Task Scores	Must be marked to have calculated scores and percentages for Tasks to display.
Task Summary Percents	Displays all percentages in the Task Summary table. It does not display calculated task percents unless the calculated task scores is checked. Also check the options for displaying the points possible, score, percent, multiplier.
HTML Entries	<p>Allows the district/school to place localized information about that item. Use the WYSIWYG editors to change formatting and colors. Entered text will display for all portal users. Localized text can be entered for the following:</p> <ul style="list-style-type: none"> <li>• Schedule</li> <li>• Attendance</li> <li>• Behavior</li> <li>• Assessment</li> <li>• Fees</li> <li>• Reports</li> <li>• Grad Planner</li> <li>• Transportation</li> </ul>

## Portal Languages

The Portal is available in four languages:

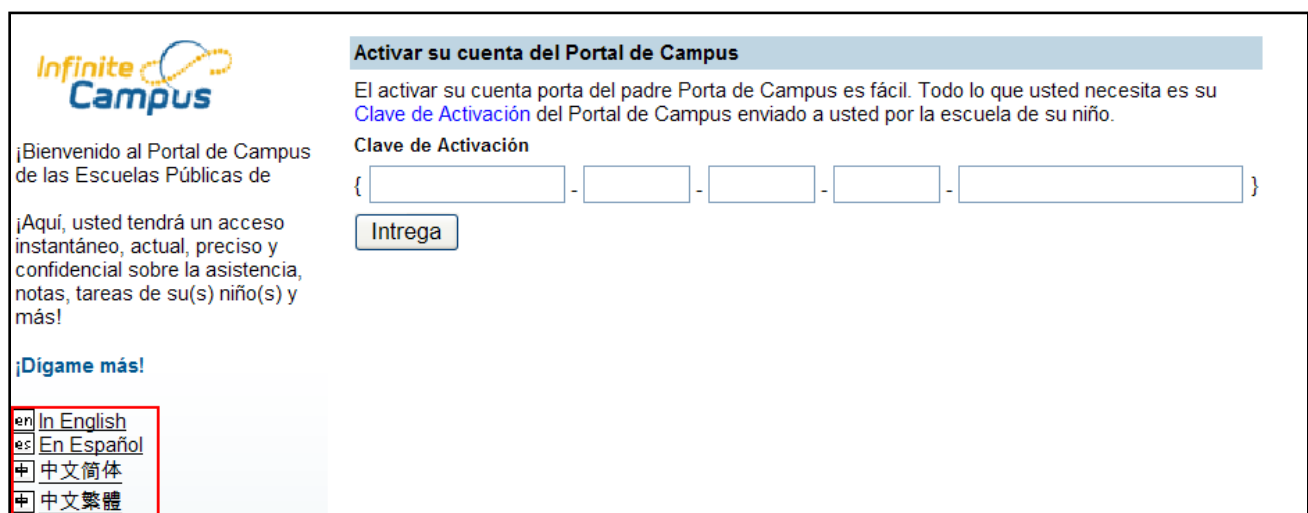
- English
- Spanish
- Simplified Chinese
- Traditional Chinese



The screenshot shows the 'Activating your Campus Portal account' page. On the left, the 'Infinite Campus' logo is at the top. Below it, a welcome message states: 'Welcome to the Campus Portal! Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more!'. A link 'Tell me more!' is provided. At the bottom left, a language selection box contains four options: 'en In English' (highlighted with a red border), 'es En Español', '中 中文简体', and '中 中文繁體'. On the right, a blue header bar reads 'Activating your Campus Portal account'. The main text explains that activation is easy and requires an 'Activation Key' sent by the school. Below this, the label 'Activation Key' is followed by a form with five input fields separated by hyphens, enclosed in curly braces. A 'Submit' button is located below the input fields.

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language.

Selecting a language will redisplay the chosen screen and all other screens in that language until another language is chosen.



The screenshot shows the 'Activar su cuenta del Portal de Campus' page in Spanish. On the left, the 'Infinite Campus' logo is at the top. Below it, a welcome message states: '¡Bienvenido al Portal de Campus de las Escuelas Públicas de...'. Another message follows: '¡Aquí, usted tendrá un acceso instantáneo, actual, preciso y confidencial sobre la asistencia, notas, tareas de su(s) niño(s) y más!'. A link '¡Dígame más!' is provided. At the bottom left, a language selection box contains four options: 'en In English', 'es En Español' (highlighted with a red border), '中 中文简体', and '中 中文繁體'. On the right, a blue header bar reads 'Activar su cuenta del Portal de Campus'. The main text explains that activation is easy and requires a 'Clave de Activación' sent by the school. Below this, the label 'Clave de Activación' is followed by a form with five input fields separated by hyphens, enclosed in curly braces. An 'Intrega' button is located below the input fields.